

SANDY CITY  
APPROVED CLASS SPECIFICATION

I. <u>Class Title:</u> GIS Intern	<u>Revision Date:</u> 8/05
	<u>EEO Code:</u> Paraprofessional
	<u>Status:</u> Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under supervision of the GIS Coordinator, collects utilities information via GPS, attributes, creates maps, reports, design and build databases, etc.

III. Essential Duties:

- GPS water, storm drain, streetlights, and other utilities.
- Attribute and add other data to features in the GIS.
- Build template reports and other custom projects.
- Design and build databases.
- Code customizations in the GIS

IV. Marginal Duties:

- Performs other duties and projects as needed.

V. Qualifications:

**Requirements:** Valid Utah Driver's License is required.

**Education:** Junior or Senior Geography major with course work in GIS and Spatial Analysis.

**Knowledge of:** ArcGIS, ArcInfo, Arcview 3.X, database design, cartographic principles, in-depth understanding of computer programs including word processing, spreadsheets, presentations and statistics; correct English usage, vocabulary, spelling and arithmetic. Some VB or VBA programming would be a great bonus.

**Responsibility for:** Working with large data sets, appropriate professional use of computers.

**Communication Skills:** Ability to clearly understand instructions, directives, and communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and executives.

**Tool, Machine, and Equipment Operation:** Requires regular use of GPS, vehicles, radios, computer and telephone; frequent use of a copy machine, fax machine.

**Analytical Ability:** Analyze database structure, geographic data, GPS data, etc.

VI. Working Conditions:

Work will be both in the office and outside during summer heat and winter cold. Must be able to walk long distances, use metal detectors, shovel, and lift objects up to 80 pounds. Substantial mental effort required constantly and interaction with public and other city departments and employees.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_